



This document contains information that will assist you in becoming familiar with the Center Logix platform. It is divided into two parts – information about changes to the Toolbar and ticket activities that will require you to use the features needed to create a ticket. All ticket types will not be included, as we want the scope to be an introduction. This beta testing phase is intended to both allow current idig users to experiment past the examples with the intent of preparing you for when the system goes live, and to avoid the need for current users to be skilled enough so that going through the training program will not be necessary.

Center Logix Toolbar



Electronic White Lining: The user can identify and draw an Electronic White-lined Area within the Blue Notification Area to show exactly where the work will be taking place. Clicking this will turn the box to a “W”, which indicates it is active. Click again to return to “D”.



Edit Features: This can be used to edit the existing map drawing to correct or change what has already been drawn.



Erase Features: Individual Map features can be removed lines drawn on the map. Click this tool and a line on the map to remove it.



Pins (replaces Flags): This button will allow the user to place pins on the map, which can be converted to points.



Identify: This feature allows the user to click on a specific location or feature on the map to view detailed information about it. This includes features such as parcels, full addresses, road names, etc.



Clear: This feature will clear any features drawn on the map and reset it to the base map.

Ticket Examples

Important concept: When Center Logix is searching for an address or location and an exact match is not found, it will ask for users to select the best choice. The following examples use MAIN ST in Groveport, and here is an example of what the screen show when attempting to enter 120 MAIN ST:

Select Matches

| Street | Places | Counties |
|--------------------------------------|-----------|----------|
| Address | | |
| <input type="checkbox"/> 115 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 125 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 139 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 100 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 142 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 145 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 148 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 152 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 159 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 165 MAIN ST | Groveport | FRANKLIN |
| Parcel | | |
| <input type="checkbox"/> 115 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 115 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 125 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 139 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 139 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 100 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 142 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 145 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 148 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 152 MAIN ST | Groveport | FRANKLIN |

Since there are no exact matches, the charts give the first 10 choices that are the “best matches” for that address using the address and parcel. This is an important tool when attempting to map a new address or can be an indication that the STREET name is incorrect (i.e. MAIN AVE, E MAIN ST, etc.).

Also, it may also give a third option on the screen for a STREET match, which can be used to find a range of addresses such as 1-200 MAIN ST or something similar. It also provides information that this street exists in other areas in FRANKLIN county, which is across the top below. This can also be useful if the information is not clear on the exact place, which is common for suburbs:

Select Matches

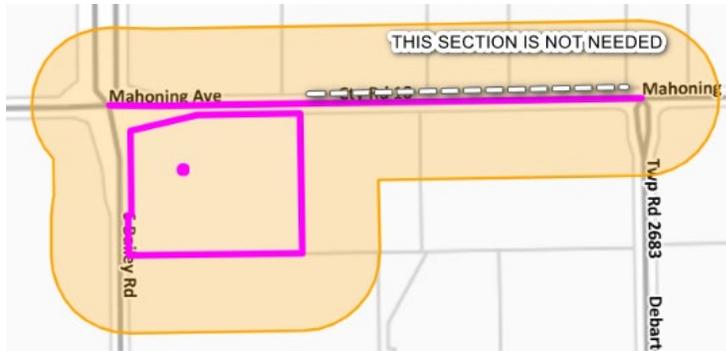
Click place to change

Grove City Hilliard Pleasant Twp Urbancrest

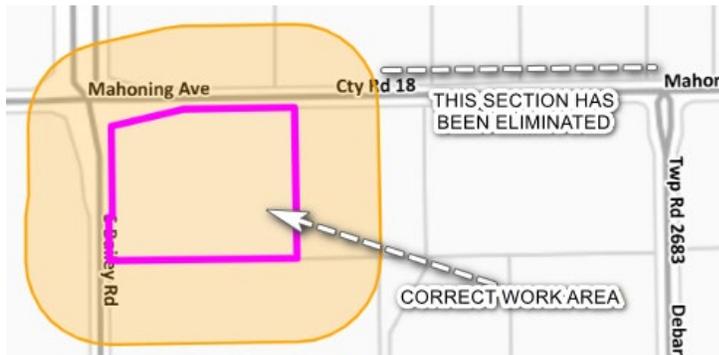
| Street | Places | Counties |
|--|------------------------|----------|
| Address | | |
| <input type="checkbox"/> 100 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 115 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 125 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 139 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 142 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 145 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 148 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 152 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 159 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 165 MAIN ST | Groveport | FRANKLIN |
| Parcel | | |
| <input type="checkbox"/> 100 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 115 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 115 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 125 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 139 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 139 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 142 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 145 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 148 MAIN ST | Groveport | FRANKLIN |
| <input type="checkbox"/> 152 MAIN ST | Groveport | FRANKLIN |
| Street | | |
| <input type="checkbox"/> 0 Main St | Groveport, Madison Twp | FRANKLIN |
| <input type="checkbox"/> 1-120 Main St | Groveport | FRANKLIN |
| <input type="checkbox"/> 111-147 Main St | Groveport | FRANKLIN |
| <input type="checkbox"/> 146-220 Main St | Groveport | FRANKLIN |
| <input type="checkbox"/> 199-294 Main St | Groveport | FRANKLIN |
| <input type="checkbox"/> 281-314 Main St | Groveport | FRANKLIN |

OK Highlight Street Exit

Of course, this feature is new and will take some practice. There will be times when there are multiple boxes already checked by the system, so if the work is at a single address/parcel, then unselect the checkmark for street so that it displays the parcel and not the entire street. If it does, then choose the PARCEL below the map to avoid overmapping:



After selecting PARCEL:



This next section contains practice scenarios for the most common types of tickets entered into idig: Single Address/Parcel, Working Along A Street, Working at An Intersection, and Using GPS Points.

Example 1: Single Address/Parcel

Enter the following information:

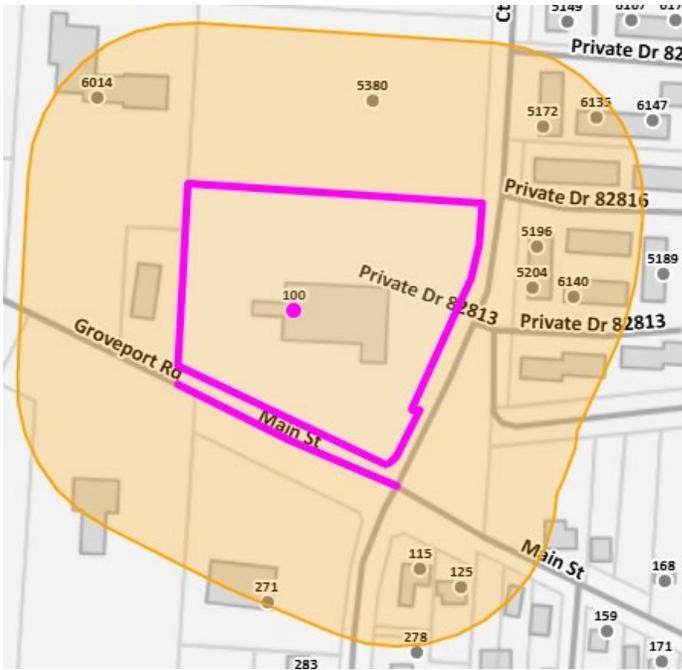
County: FRANKLIN

Place: GROVEPORT

Street: 100 MAIN ST

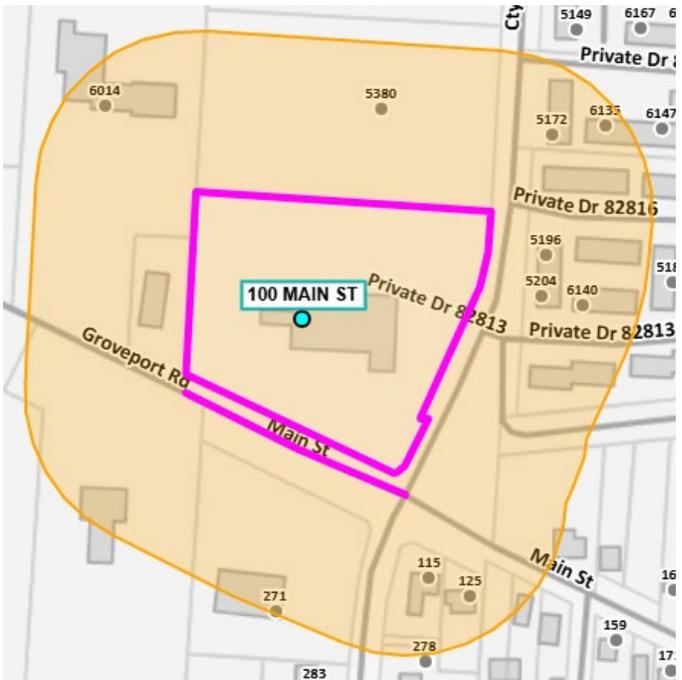
Click "MAP LOOKUP"

The screen should look like this:



The map should look like this.
Note that the address point and parcel are both already highlighted

To verify that the address is correct (and not on a nearby street, for example) then click the **Identify** button () then click on the address point and the map will then look like this:



Example 2: Working Along A Street

Using the previous example, the work will be starting at the corner of MAIN ST and HENDRON RD going 500 FT WEST.

County: FRANKLIN

Place: GROVEPORT

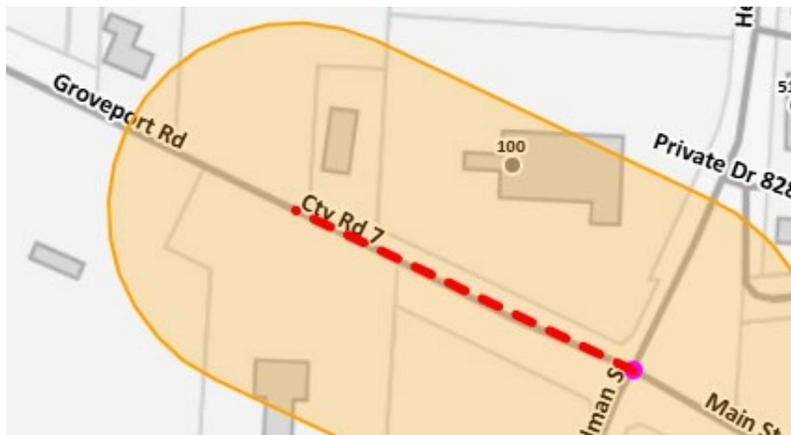
Street: MAIN ST

Cross Street 1: HENDRON RD

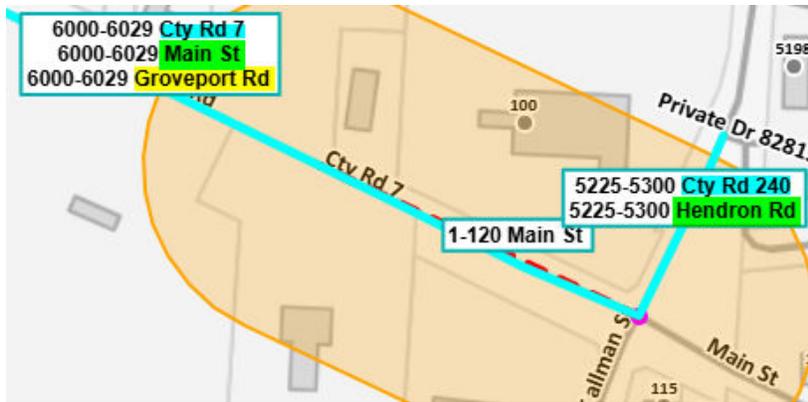
Click "MAP LOOKUP"

Select the "draw line " tool and single left click on the intersection, then draw WEST and double left click at the 500 ft point.

The screen should look like this:



To verify that the segment contains the correct streets, click the **Identify** button () then click on each street on the map, which will now look like this:



Please notice that when this function is used, it also identifies the possible alternate names of the streets- this will be very helpful when converting information from other sources to the Center Logix mapping. In this example, MAIN ST is also identified as CTY RD 7 and GROVEPORT RD.

Example 3: Working At An Intersection

Staying with the previous examples, this work will be at the intersection of MAIN ST and HENDRON RD with a 400 FT buffer. Remember, the default buffer is 200 FT.

County: FRANKLIN

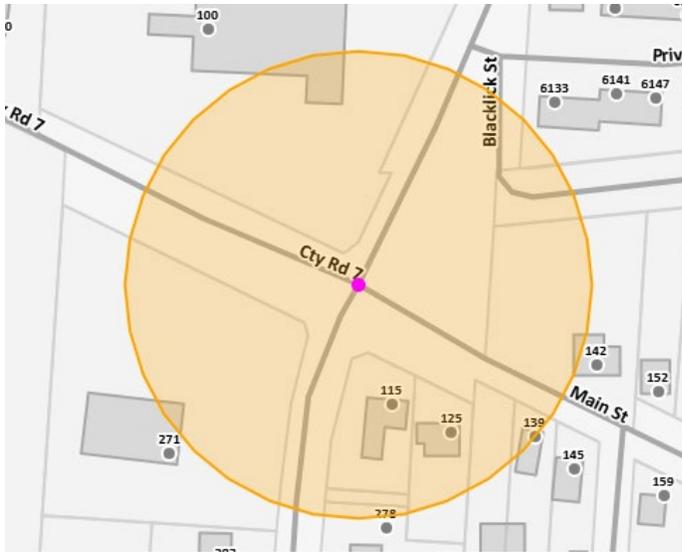
Place: GROVEPORT

Street: MAIN ST

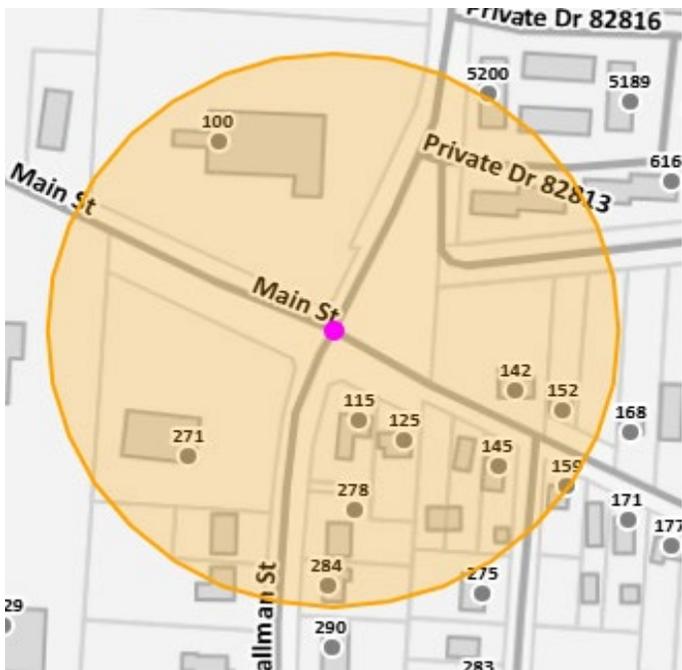
Cross Street 1: HENDRON RD

Click "MAP LOOKUP"

The map will look like this:



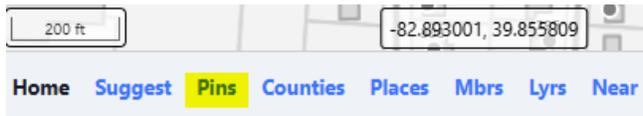
Next, find the “BUFFER” drop down directly below the map and change it from 200 FT to 400 FT. The map will change the notification area to this:



Always remember, as with all tickets, the ENTIRE WORK AREA DESCRIPTION must reflect the work area selected on the map. EX: “PLEASE MARK THE ENTIRE INTERSECTION GOING 400 FT NORTH/EAST/WEST WITHIN 100 FT ON BOTH SIDES OF BOTH ROADS”.

Example 4: Using GPS Points

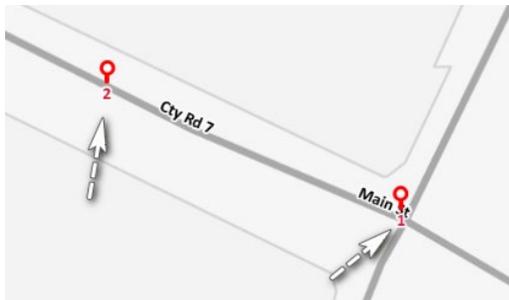
The process for using GPS points has changed. Instead of clicking the LAT/LONG button, GPS points are now entered using the **Pins** button () , which is located directly beneath the map:



After clicking “Pins”, enter the following coordinates: 39.854483, -82.896397 in the blank spaces provided.

This GPS point is the intersection from the earlier example.

Next, enter 39.854752, -82.897215. The second pin appears NW of the first, which is where the work area is:



Next, use the measuring tool () to verify the distance from PIN 1 to PIN 2. If correct, then in the “Convert pins to” row click LINE and it will draw the line between the points.



If using more than two GPS points, the above example can be used to make a path, or a polygon can be created by clicking “POLYGON” instead of “LINE”.

PLEASE REMEMBER: Whenever using GPS points on a ticket, the points must be described with a location either at a single address (where GPS points are not necessary) or, most commonly, by providing a distance and direction from an intersection to the starting and ending points of the work area.

Information About Electronic White Lining

Using the example above for 100 MAIN ST, the specific work area is in the small parking lot on the south side of the structure. Once the parcel has been selected, click the HYBRID map view.



Electronic White Lining is a useful tool for an area like this. Asking for “SOUTH SIDE OF PROPERTY” would typically require a much larger area to be surveyed and may contain utilities that are outside the specific area where the work will take place.

Click/activate the Electronic White Lining box (**D**) so it changes to **W**, indicating that it can now be used.

Next, click a marking tool (like “DRAW LINE ”) and draw a frame around the parking lot. After double left clicking to finish the polygon, a box will appear:

White Lining

Work Type *

Radius/Width ▼

Type “parking Lot” into this box. The radius defaults to a 3 foot buffer, but can be changed. Then click OK.

The map will now display this information:



Although this is a simple example, it can be extremely useful on rural properties, water treatment plants, etc. to be very specific about exactly where the work will take place. Remember, as always, that a full WORK AREA DESCRIPTION is required on all tickets.

PLEASE NOTE: There is information that is necessary for all tickets (complete work area description, for example) but electronic white lining is NOT REQUIRED ON ANY TICKET. It is a feature that will be expanded and become more important over time, and is being introduced at this time as a tool.

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